



How to do just about anything...

INVOLVING SCHOOL COMPUTER SYSTEMS...

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Fair use policy

It is important to know that the school monitors the use of all computers in school, as well as all email traffic sent and received from a school email address. As such all your usage is visible and school systems should only be used for school business and not personal uses.

Every time you log in you will be asked to accept the User Agreement.

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Logging into school computers

To log into the school computers, you use your student login. This will be a number beginning with the year you started the school. For example, the year 9s that joined in 2021 will have a code of 210xxx.

Your default password is your date of birth with 8 digits, e.g. 26092021

If you changed your password (which you should!) and have forgotten it, you will need to ask your teacher to request a reset.

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Saving your work to your school drive

You are able to save your work to the school network. As we now have access to OneDrive, this is less common, but should still be done correctly. When saving make sure you use the drive that starts with your student login number.

Save all your work with a sensible file name, in a folder for that subject.

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School emails

Every QEHS student has a school email. This is used to access office.com, which includes access to teams and other Microsoft apps. You may also use it to access other websites for school, for example, Dr. Frost Maths.

Your school email is your school login followed by @qehs.net for example 210xxx@qehs.net

The password is the same as your school login password, by default your date of birth with 8 digits (e.g. 26092021)

You can access your emails, and send your own by going to office.com ([instructions here](#)) and going to the Outlook app.

Remember, all school emails are monitored by the school.

When sending an email try to keep a certain amount of formality, so make sure to include a brief message subject and have an introduction and goodbye, for example

Hello Mr. X

This is my important message.

Thanks very much

A. Student

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Accessing emails from Outlook

To access your emails, go to office.com ([instructions here](#)) and click the Outlook icon. This is the email app.

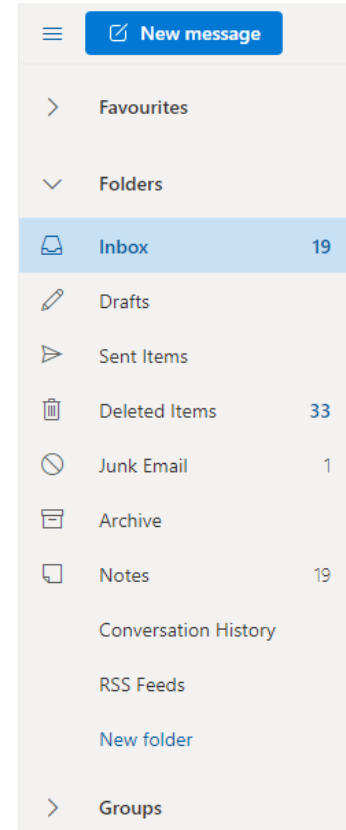
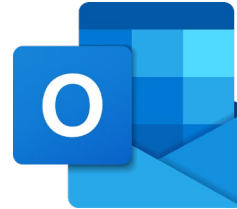
In the main window, you can see your emails and click on them to read.

To write a new email, click 'New message'

You can search for a member of the school by clicking 'To'

Remember to be polite and professional.

If you receive spam or a nasty email, please inform your teacher as soon as possible.



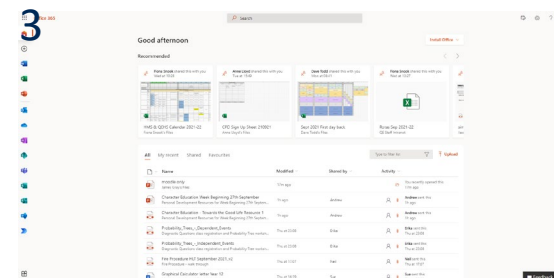
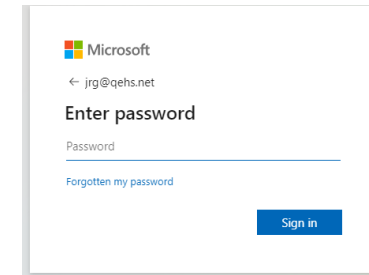
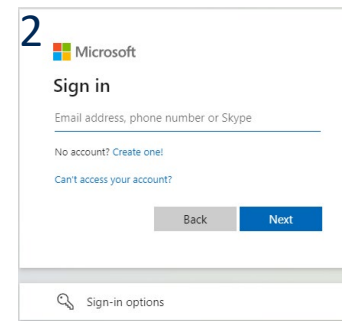
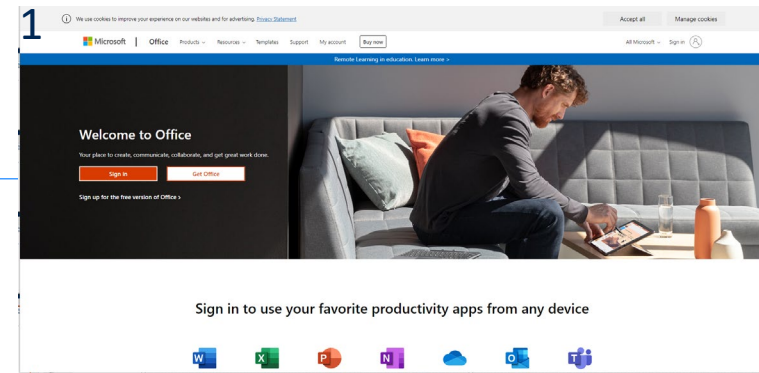
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Accessing Office.com

All of your basic office apps can be found at office.com

1. To login, click 'sign in'
2. Enter your school email, followed by your school password
3. On the left are many apps you will need, including Word, PowerPoint, Excel, Teams and Outlook (for email) and OneDrive (for saving work)
4. You can also install these apps on your home computer



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Accessing Teams

From office.com you can click on the Teams icon to access the web version of Teams. If you are asked to login, use your school [email](#) and password



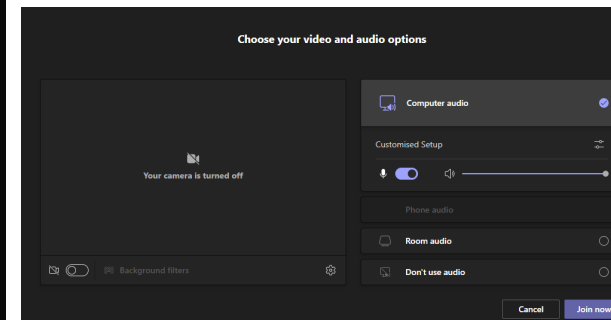
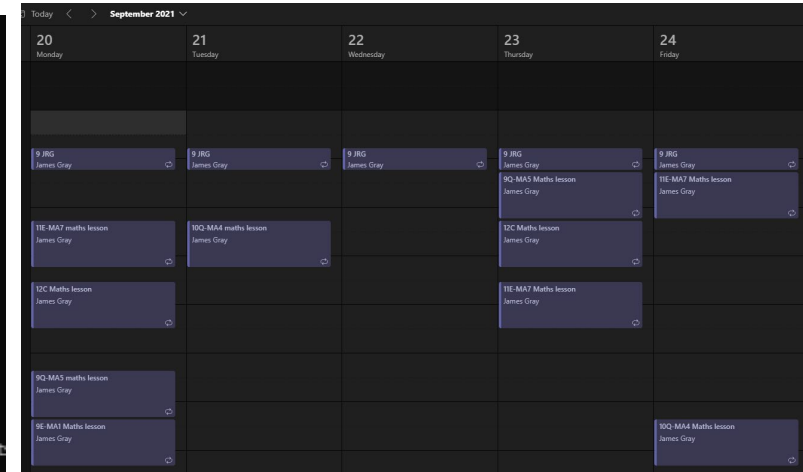
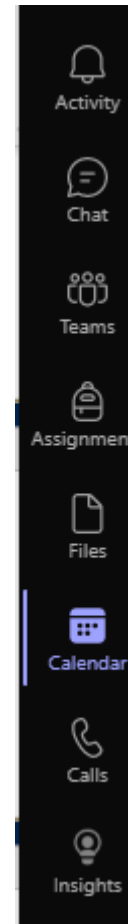
You may be asked if you want to download the Teams app. This tends to work slightly better but is not compulsory.

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Meetings in Teams

1. Most meetings you will be asked to join can be accessed from the calendar tab on the side of the screen.
2. To access a meeting, click the lesson and choose join
3. Make sure your camera and mic are turned off. You can choose different sound sources (e.g. built in speaker or Bluetooth headset) by clicking the button next to customised setup.
4. In the meeting you will be expected to contribute, possibly through the chat box. If there are problems with this, please email your teacher to let them know.

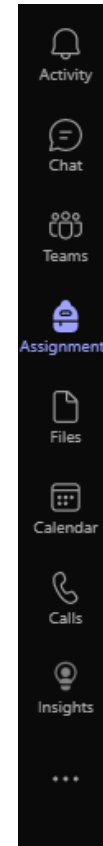


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Assignments in Teams

1. Your teacher may set work through Teams even during normal teaching times. To access this, click 'Assignments' on the left hand menu.
2. Choose the assignment you wish to work on
3. There will be instructions and may be files/links to help you with the work in the 'Reference materials' section
4. There may be a sheet in the 'My work' section for you to work on, or you may need to upload your own work with the 'Add work' link.
5. You can add files from your OneDrive, a New File (you can add Word, PowerPoint or Excel files) or your can upload from the computer you're working on
6. Make sure to 'turn in' your work so your teacher can send feedback



Assigned

Y12 - Homework 1 - Is chemistry fun? (YES!)
Due tomorrow at 11:59 PM

Y12 - Homework 1 - Is chemistry fun? (YES!)
Due tomorrow at 11:59 PM

Instructions
Use the resources below and complete the questions. Remember to add your notes into the word document!

Reference materials

- YouTube Video
- Help Presentation.pptx

My work

- Answer Sheet.docx
- Add work

OneDrive

New File

Link

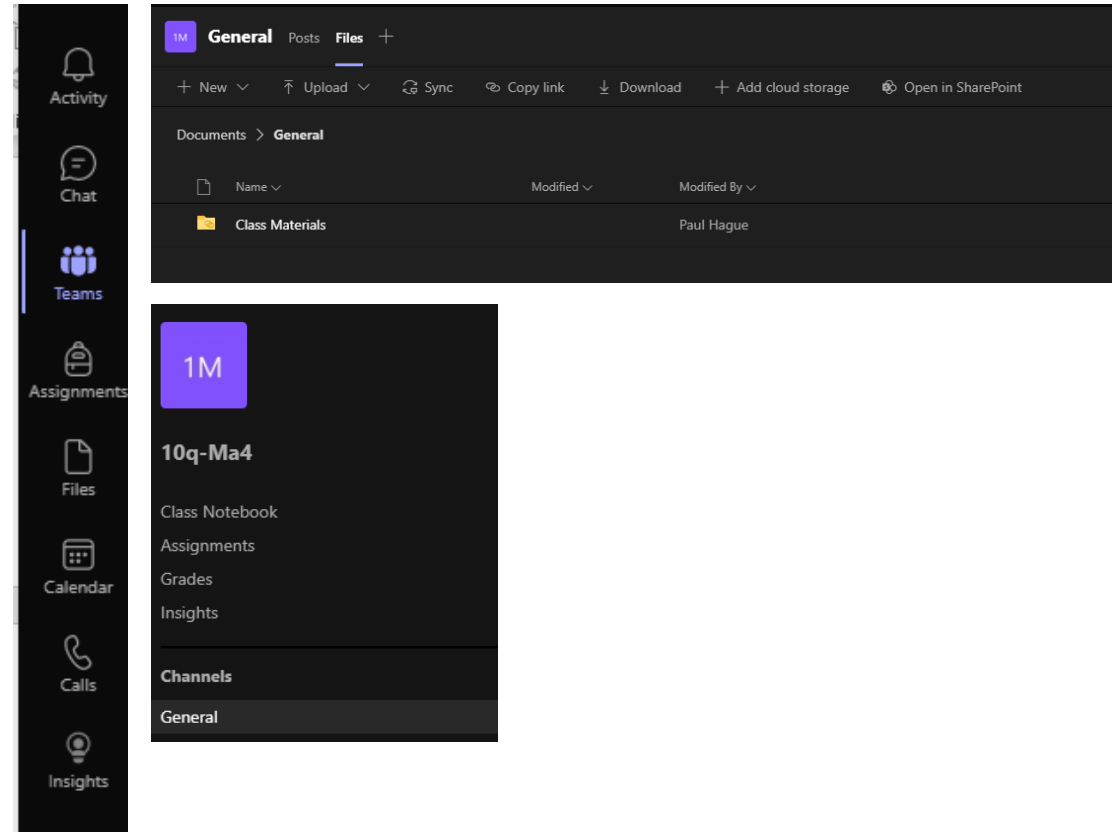
Teams

Upload from this device

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Class Files and Class Notebook.

1. To access Team files go to the Teams page and click on your class
2. There will be at least two links at the top; Posts and Files. Your teacher may put important information in the Posts section. Files you might need will be in the Files section, in the 'Class Materials Folder.
3. Some teachers use 'Class Notebook'. You can find this to the left of your Team. It acts like a big ring binder of work. Your teacher will explain how to use it, if they are using it for your class.



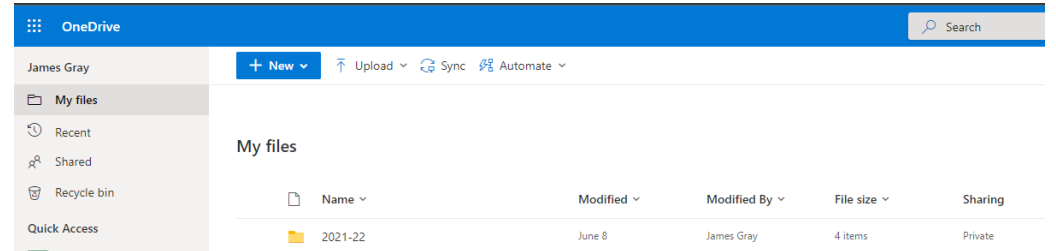
OneDrive

OneDrive is Microsoft's cloud storage system. It allows you to save files which you can access anywhere.

To access, go to office.com ([instructions here](#)) and click OneDrive. The OneDrive icon is the little cloud.

You can start new word/powerpoint etc. files by clicking new, or you can save work from a computer by clicking upload

At the bottom of the page there is a link to download a OneDrive app so you can access them easily from a phone or computer.



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